

**FACILITY: COLLIDER ACCELERATOR DEPARTMENT**  
**CHAPTER: XIV "REQUIRED READING"**

**DATE:** 1/2/03  
**PAGE:** 1 of 2

<b>GUIDELINE</b>	<b>PERFORMANCE</b>	<b>EXCEPTIONS</b>
1) File Index a) A list of the types of documents to be included in the required reading file should be maintained including:  i) Changes in the process  ii) Changes in equipment design  iii) Information on industry and facility operating experiences  iv) Information necessary to keep operations personnel informed of current facility activities  b) Material should be screened to ensure that only the appropriate material is kept in file.	1) File Index a) The type of document to be included in the required reading file is indicated in <a href="#">OPM 1.2</a> , "C-AD Documents For Operations," and includes:  i) Changes in the operation  ii) Changes in equipment that impact on operations  iii) Information on operating experiences  iv) Information necessary to keep operations personnel informed of current facility activities  b) Information is screened by the Main Control Room Group Leader to ensure that only the appropriate material is kept in file.	1) File Index None
2) Reading Assignments a) A method should be in place to designate which documents need to be read and where they can be found and filed.	2) Reading Assignments a) Operators and Operations Coordinators are required to read all documents in the Required Reading Binder, Temporary Procedures Log and Hand Processed Change Log. Operators are reminded via the <a href="#">Daily Orders</a> system. See C-AD <a href="#">OPM 2.8</a> , "Shift Turnover."	2) Reading Assignments None
3) Required Dates for Completion of Reading a) A required completion date, based on the material, should be determined for all material.  b) Documents required to be read before shift assignments should be clearly designated.	3) Required Dates for Completion of Reading a) All reading is to be completed within 10 days of issue, see C-AD <a href="#">OPM 2.8</a> "Shift Turnover."  b) Documents required to be read before shift assignments are clearly designated for immediate attention through the <a href="#">Daily Orders</a> system.	3) Required Dates for Completion of Reading None
4) Documentation a) Reading should be documented and a file maintained with information.	4) Documentation a) All reading material is appropriately signed off. The Head of the MCR maintains the Required Reading Binder and sign-offs. See C-AD <a href="#">OPM 2.8</a> , "Shift Turnover."	4) Documentation None

<b>GUIDELINE</b>	<b>PERFORMANCE</b>	<b>EXCEPTIONS</b>
5) Review a) Periodic reviews of the required reading program should be performed  b) Material which has been read by all should be either discarded or filed, as appropriate	5) Review a) The Head of MCR periodically reviews the Required Reading Binder  b) The Required Reading Binder is purged every fiscal year and material is either discarded or filed as appropriate. See <a href="#">OPM 1.2</a> , "C-AD Documents For Operations."	5) Review None